



CITY OF SANTA BARBARA

PERMIT APPLICATION PROCESS PEDDLER or SOLICITOR

Finance File #

Police Department
ID #

City Stamp/Paid

Name of Applicant _____

Follow the steps below to process your application:

At City Hall De La Guerra Plaza	Permit processing hours are Monday through Friday, 8:00 a.m. to 3:00 p.m., except for holidays.	Date completed and City Agent's Initials
Step 1	Submit a completed Application for City Permit form along with: <ul style="list-style-type: none"> ■ Background Information Form and supporting documentation. ■ Two (2) passport size color photographs. ■ Photocopy of State of California, Board of Equalization Seller's Permit. 	
Step 2	Submit a completed Authorization to Release Information form.	
Step 3	Pay a \$52.00 application fee.	
Step 4	Receive a Request for Live Scan form, filled out by City Hall staff.	
At Home		
Step 5	Set up an appointment to be fingerprinted at the Police Department. Call (805) 897-2355 to set up your appointment. Fingerprints are processed between 1:20 p.m. and 4:25 p.m., Monday through Friday, except for holidays.	
Step 6	Retain copy of Santa Barbara Municipal Code, Chapter 5.32 for your use.	
At the Police Department 215 E Figueroa St		
Step 7	Go to the Records Bureau to be fingerprinted. Make sure you have your Request for Live Scan form with you in your packet.	
Step 8	After you have been fingerprinted, go to the Investigative Division office and leave your application packet with the clerk. They can be reached at (805) 897-2333 if you have any questions. Please do not leave your application at the Records Bureau.	

POLICE DEPARTMENT USE ONLY

To be completed by Police Permit Investigator:



City of Santa Barbara Police Department records check on applicant,

Warrants
B.U.S.T.E.D.
D.M.V.



Criminal history check on fingerprints and fingerprints returned from D.O.J.

Police Permit Investigator's recommendations on the issuance of the permit to the applicant:

CHIEF OF POLICE:

Approval of permit application: _____ Date: _____

Disapproval of permit application: _____ Date: _____



CITY OF SANTA BARBARA

APPLICATION FOR CITY PERMIT

Assigned Permit/ID Number _____

Finance Dept B/L _____

*Santa Barbara Municipal Code,
Chapter 5.32*

**TYPE: MINOR'S APPLICATION
for
PEDDLER/SOLICITOR'S PERMIT**

APPLICANT'S INFORMATION

■ (Applicant must provide two (2) passport size, color photographs and Work Permit.)

Name: _____

Home Address (include street, city, and zip code): _____

Phone Number: _____

Social Security No: _____

Present Age: _____

Date of Birth: _____

Place of Birth: _____

Sex: _____

Color of Hair: _____

Color of Eyes: _____

Height: _____

Weight: _____

California Driver's License No.
(submit photocopy) _____

During the current school year, I am in the _____ grade at _____ (name of school)
in _____ (name of city).

Please check one: The name of my Principal () Counselor () Home Room Teacher ()
is _____.

PARENT'S AUTHORIZATION

As parent or guardian of the applicant, I give my approval for him/her to be employed as a solicitor or peddler for the employer listed below. My telephone number is _____.

Name (printed or typed)

Relationship

Signature

Date



EMPLOYER'S INFORMATION

Firm/business name _____

Business address _____

Business Telephone Number _____

Type of merchandise sold _____

Length of time for which the right to do business is desired _____

Applicant's supervisor's name _____

Supervisor's address if different from business address _____

Phone number where employer or responsible party can be reached when minors are working

Employer's signature certified under penalty of perjury that all information provided is true, correct, and complete and that the employer shall abide by the child labor laws and that all other laws will be obeyed.

Employer's Signature

Date

OFFICE USE

Work Permit:

Verified:

Permit Fee \$2.00

PD Approval:

Date:

B/L Fee \$10.00

Application Procedure for Employers Using Minors for Door to Door Selling:



- Employer will complete Application for City Permit, Type: Peddler/Solicitor's Permit.
- Upon approval of employer's application, employer may submit applications for minors to be employed.
- Prior to commencement of operations, employer will obtain a business license.

Application Procedure for Minor Peddlers:



- Minor's applications will be provided to an approved employer.
- Employer will have the applications(s) completed by minor and parent or guardian and will complete employer's part.
- Applications will be submitted at City Hall with work permit and two (2) passport size, color photographs. Minors will not be required to visit the Police Department for fingerprinting. Minor's applications will be forwarded to a Police Investigator for review and verification of information submitted.
- If minor's applications are approved by the Police Department, a picture ID card will be issued to each permittee upon payment of a \$2.00 permit fee for each permit.
- Expiration date of permits will be determined by the expiration date on the applicant's Work Permit, if any, or the date shown on the application as "Length of time for which right to do business is desired", whichever is earliest, but in no case more than one year from starting date.

Rules governing Minor – Peddler/Solicitor's Permit:

- 1. Employer must sign form indicating he/she understands and will comply with child labor laws.***
- 2. A copy of the work permit must accompany the application.***
- 3. Police Department will verify the authenticity/validity of the work permit.***
- 4. Peddling is not permitted after sunset.***
- 5. Selling is not permitted during school hours (8:00 a.m. to 3:00 p.m.) on school days.***
- 6. Permit must be attached to outer clothing so that it is visible to potential customers.***
- 7. If minor is not attending school, a regular peddler permit will be required.***
- 8. County Health permits will be obtained if food items are to be sold.***
- 9. All licensing fees will be paid by the employer prior to issuance of a peddler's or solicitor's permit.***



ADDITIONAL INFORMATION

While every effort has been made to provide comprehensive information that addresses the activities of peddling and soliciting in the City of Santa Barbara, an individual, group, or organization participating in peddling or soliciting within City limits is presumed to be informed of applicable laws relating to the activities they are engaged in whether mentioned herein or not.

Definitions.

A "peddler" is any person who goes from place to place or from house to house for the purpose of selling, leasing or offering for sale or lease any type of goods whatsoever. Santa Barbara Municipal Code (SBMC) Section 5.32.010.

A "solicitor" is any person who goes from place to place or from house to house or uses a telephone for the purpose of taking or attempting to take orders for the sale or lease of goods or services. This applies to immediate or future delivery of goods or services, whether or not the person has samples for sale or display and whether or not they are collecting advance payments on such sales or orders. SBMC Section 5.32.020.

A "fixed place of business" is any premises in the City occupied for at least 60 days for the purpose of conducting business, separate and distinct from any other place of business, and regularly kept open with someone in attendance for at least 30 hours each and every week. SBMC Section 5.32.030.

Activities that are Not Permitted in the City of Santa Barbara.

One may not peddle or solicit within the City without a permit issued by the Tax and Permit Inspector. SBMC Sections 5.32.040 and 5.32.050.

One may not peddle or solicit in or on any City street, sidewalk, beach or park. One may not sell on any City street or sidewalk by pulling a vehicle to the curb and conducting business, or in any park or beach area or parking lot. SBMC Sections 5.32.035 (A) (1), 9.48.010, 15.16.010.

One may not peddle or solicit at any residence or dwelling where there is a sign or notice stating "no peddlers or solicitors" or words of similar meaning. SBMC Section 5.32.035 (A) (2).

One may not peddle or solicit within the City at any time from sunset to 9:00 a.m., except by prior appointment. SBMC Section 5.32.035 (A) (3).

One may not peddle or solicit at any place within any commercial or industrial district in the City as established by the City Zoning Ordinance. SBMC Section 5.32.035 (A) (4).

Sections 2, 3, 4, and 5 do not apply to a person making prearranged deliveries to a customer from a store or other fixed place of business in the City. SBMC Section 5.32.035 (B).

Sections 2, 4, and 5 do not apply to those participating in a Certified Farmer's Market. SBMC Section 5.32.035 (C) (1).

Section 5 does not apply to a person selling or taking orders in a commercial or industrial area for goods or services to be used in connection with the business located in such an area; or, selling or offering for sale newspapers, magazines or periodicals in the usual or customary manner as done elsewhere in the City. SBMC Section 5.32.035 (D).

Permitted Activities with a valid Peddler's or Solicitor's Permit.

One may go from house to house or place to place to make sales or take orders. Place to place may mean a private parking lot or area, with the owner's consent. Place to place does not mean any City streets, sidewalks, beaches, parks or public areas. SBMC Section 5.32.010.

One may peddle or solicit at a residence or dwelling displaying a "no peddlers or solicitors" sign or notice with the prior consent or invitation of some member of the household. SBMC Section 5.32.035 (A) (2).

Having a City of Santa Barbara peddler or solicitor permit may not be all that may be required to conduct business in the City. All City, County of Santa Barbara, and State of California regulations must be complied with.